



**Bureau of Laboratory Sciences  
at the William A. Hinton State Laboratory Institute  
(UMASS Medical School Campus Jamaica Plain, MA)**

**Instructions for use of this powerpoint presentation:**

**For restricted floor (3, 4, 7) training**

Review slides 2-21.

Complete post-training evaluation and access acceptance agreement form.

**Return post-training evaluation form and access acceptance agreement form to the LSS Manager, Kathleen Nawn (room 454), (617)983-6345.**

Version1: revised 10/25/10-klm

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**Laboratory Security System  
Access to Restricted Floor  
Training**

**Bureau of Laboratory Sciences  
at the William A. Hinton State Laboratory Institute  
(UMASS Medical School Campus Jamaica Plain, MA)**

Version1: revised 10/25/10-klm

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**At the conclusion of Restricted Floor training,  
the employee will be able to:**

- Describe the Laboratory Security System (LSS) components for access to restricted floors.
- List the restricted floor locations.
- Describe employee entry and exit procedures.
- Describe the employee temporary access card procedure.
- Describe the employee procedure for lost card.

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Your supervisor requests access to floors where you will work.  
Form completed for an employee identification access card.

**Security Access Form for Jamaica Plain Campus Employees, Contractors, and Temp Staff**

**→ Building Access**

Access required - check building name(s):

☐ Tower    ☐ Stable    ☐ Biologics

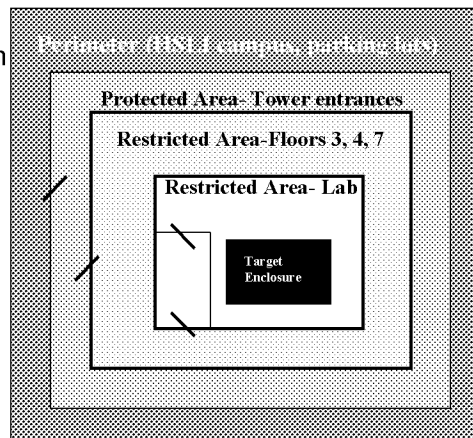
If your work requires you to have access to any of the following  
secure areas on a routine basis, please check the appropriate box(es):

- ☐ Tower – 3<sup>rd</sup> Floor East (Rooms 301 – 348)
- ☐ Tower – 4<sup>th</sup> Floor East and West (Rooms 401 – 498)
- ☐ Tower – 7<sup>th</sup> Floor East and West (Rooms 701 – 798)
- ☐ Tower – 7<sup>th</sup> Floor West (Rooms 751 – 798)
- ☐ Tower – Floors 3, 4 & 7

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## GRADED PROTECTION- PHYSICAL SECURITY

- Graded protection- increasingly strict controls from one protection area to another provided by LSS.
- Access control- limits access and ensure only authorized individuals are allowed entry.
- Escorted entry- Visitors, Maintenance, Emergency personnel.
- Intrusion detection- detects unauthorized access (LSS components; personnel).



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## BLS Floors and Laboratories with heightened security/ restricted access

- Select Agents and Toxins (SAT) Program- Registered Laboratories that work with high risk threat biologicals and toxins (bioterrorism, criminal investigations, clinical diagnostic).
- Labs that perform non-SAT testing, but need secure lab space for work performed (chemical terrorism, criminal cases, chain of custody specimens, environmental monitoring, and public health investigations).
- Labs used for surge capacity for BT/CT emergency preparedness response.

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## EMPLOYEE IDENTIFICATION ACCESS CARD

You have been issued an employee identification access card, and will abide by security policies and procedures pertaining to the facilities on this UMASS Medical School Jamaica Plain campus including the Tower building implemented for the Facility Security System (FSS).

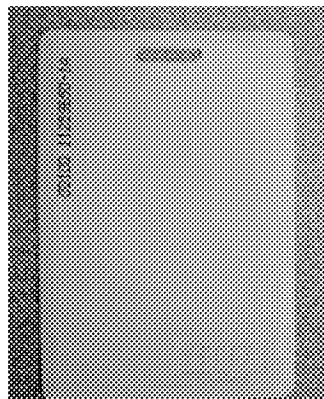
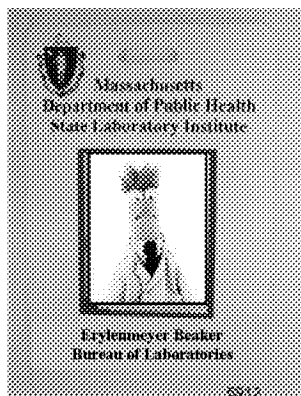
The Mass. DPH Bureau of Laboratory Sciences' (BLS) laboratory testing programs and activities located in the Tower building require security measures (including biosecurity) be implemented as part of the Laboratory Security System (LSS).

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## EMPLOYEE IDENTIFICATION ACCESS CARD

Allows authorized graded access to:

- Tower building, Restricted floors, Restricted laboratories



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## LSS COMPONENTS

- IT hardware and software (VeriAdmin and iNET)
- Electronic and Combination locks
- Electronic device doors
- Access cards
- Proximity scanners
- Biometric readers (fingerprint, retina)
- Cameras
- Intrusion detection systems

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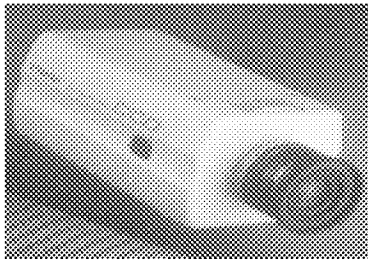
## LSS COMPONENTS

- LSS components protect and control access to:
  - Registered select agents and toxins
  - Restricted Floors and Labs
  - Employees who work or have access to Labs
  - Information technology and confidential data

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## SECURITY CAMERAS

- Hallways and stairwell doors on floors with restricted access laboratories.
- Restricted registered laboratories with select agents and toxins usage and storage.



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## LABORATORY SECURITY SYSTEM MANAGER

Responsible for LSS activities (personnel access, problems/repairs, incident reporting, training) on MDPH Lab floors 3, 4, 7 and 8:

LSS Manager

Kathleen Nawn (617) 983-6345, room 454

kathleen.nawn@state.ma.us

alternate contact

Dina Caloggero (617) 983-6601, room 203A

dina.caloggero@state.ma.us

LSS Manager works in concert with UMASS JP Campus Security Manager, Charles Miller (617) 983-6541 charles.miller@umassmed.edu

UMASS hosts the LSS applications for MDPH.

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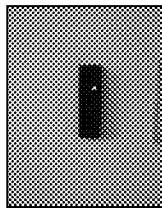
## RESTRICTED FLOOR LOCATIONS

Floor	Wing	Doors
3	East & West	-elevator lobby -stairwell doors
4	East & West	-elevator lobby -stairwell doors
7	East & West	-elevator lobby -stairwell doors

Access to the floors can be further limited.  
Access from the basement of the building can be further restricted.

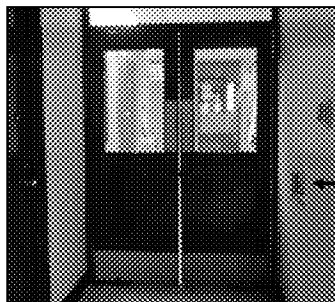
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## ACCESS PROCEDURES- RESTRICTED FLOORS

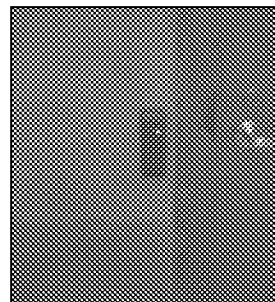


### PROXIMITY SCANNER LOCATIONS

#### ELEVATOR LOBBY SIDE



#### STAIRWELL SIDE



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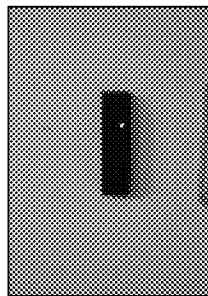
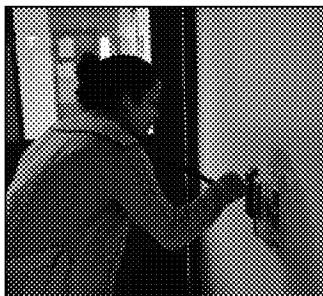
## ACCESSING RESTRICTED FLOOR

- Each employee must enter separately with their assigned identification access card
- No user entry without scanning
- No following another user through door without scan (do not tail gate, do not pass your card back for other's use)
- No sharing of access cards
- Access cards are not transferable

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## RESTRICTED FLOORS – ENTRY PROCEDURE

- Scanner has red light- door locked. Hold employee identification access card near proximity scanner.



Scanner light turns green- door unlocks for entry.

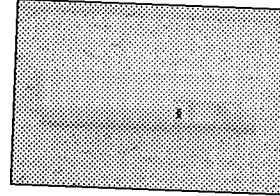
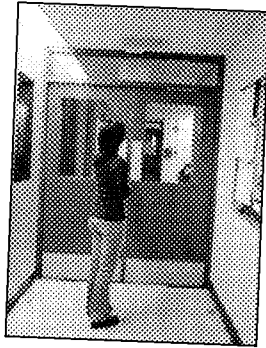
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## RESTRICTED FLOORS -- EXIT

Do not scan to exit the restricted floors

Motion sensor will detect approach



Door unlocks

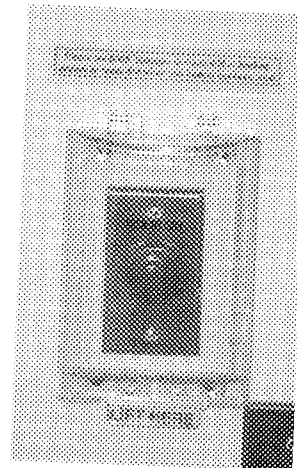
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## RESTRICTED FLOORS -- EMERGENCY RELEASE

Located next to proximity scanner

- Employee ID access card malfunction
- Need quick exit
- Malfunction with interlocking doors

If used,  
-report to Supervisor and LSS Manager  
-document on the Emergency Door Release  
Button Activation Log



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## RESTRICTED FLOORS – TEMPORARY ACCESS CARD

- Forget your access card?
  - ✓ Obtain Temporary **building** access card from UMASS security (front desk).

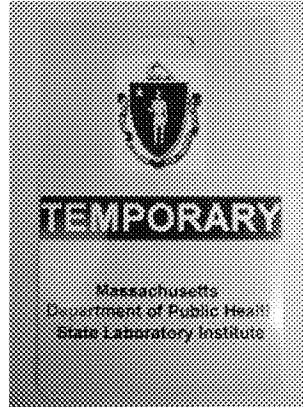
✓Employee must be issued Temporary access card to **restricted floor**.

- Notify
  - ✓ Your Supervisor

✓LSS Manager- Kathleen Nawn x6345, room 454, or alternate contact Dina Caloggero x6601, room 203A.

•If access to **restricted lab** is needed, Temporary card **has to be programmed**.

•Temporary card issued to employee must be returned at end of same work day.



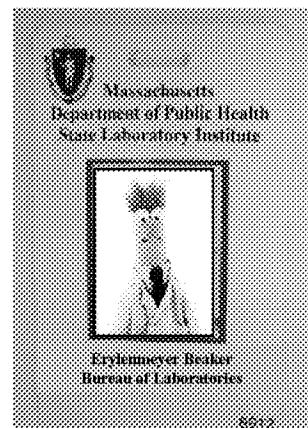
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## LOST EMPLOYEE IDENTIFICATION ACCESS CARD

✓Notify your Supervisor, and submit application for new card to UMASS Security immediately.

✓Notify LSS Manager Kathleen Nawn x6345, room 454, or alternate contact Dina Caloggero x6601, room 203A.

•Temporary access card will be issued for Restricted Floor and Lab, as needed, each day until new access card is provided.



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## **Restricted Floor Training**

- **This concludes  
Laboratory Security System Restricted Floor Training**
- **If you have questions regarding the subject matter on the  
preceding slides, contact Kathleen Nawn, room 454,  
(617) 983-6345, [kathleen.nawn@state.ma.us](mailto:kathleen.nawn@state.ma.us)**
- **Please print and complete**
  - **post-training evaluation**
  - **access agreement of acceptance**
  - **return to Kathleen Nawn, room 454 (4<sup>th</sup> floor, west).**

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